

Retention and Classification Report

Agency: Lake Point Cemetery and Park Service Area (Utah) (2670)

, UT

Records Officer Allan Jordan

28471 Cemetery lot books

AGENCY: Lake Point Cemetery and Park Service Area (Utah)

SERIES: 28471

3

TITLE: Cemetery lot books

DATES: ca. 1871-

ARRANGEMENT: Numerical by lot number.

DESCRIPTION:

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as documentation of the location and identity of burials in the cemetery.

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(continued)

PRIMARY CLASSIFICATION:

Public